

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT
HOUSEHOLD HAZARDOUS WASTE GRANT
FISCAL YEAR 2003/04**

Application Instructions

Applications must be received by May 27, 2003

Hand delivered, faxed, or E-mailed applications will not be accepted

**California Integrated Waste Management Board
Household Hazardous Waste Grant Program
1001 I Street, MS-21
P.O. Box 4025
Sacramento, CA 95812-4025
(916) 341-6457**

GRANT APPLICATION SUBMITTAL CHECKLIST

- ☐ Application Cover Sheet (Exhibit A)
- ☐ Table of Contents
- ☐ Resolution(s) (Exhibits B-1 and B-2); and, if applicable, Letter(s) of Authorization (Exhibit F)
- ☐ Proposal Narrative (not to exceed 15 pages, exclusive of the required attachments)
- ☐ Work Statement Form(s) (Exhibit C)
- ☐ Expenditure Itemization (Exhibit D)
- ☐ Summary of Used Oil and Household Hazardous Waste (HHW) Grants (Exhibit E)
- ☐ Recycled Content Purchasing Evaluation Sheet (Exhibit G)
- ☐ Permit Check List (Exhibit I)
- ☐ One original and three copies of the application must be mailed to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The application must be typed in a font no smaller than 12 point, printed on 8 ½x 11" recycled-content paper, double sided and numbered consecutively. Copies must be free of distortion and easy to read.

Application should be stapled in upper left-hand corner

Application Filing Procedures:

Applications must be received by May 27, 2003. Hand delivered, faxed, or E-mailed applications will not be accepted.

If you need additional information, contact Theresa Bober at (916) 341-6465 or Glenn Gallagher at (916) 341-6464.

Please mail applications to:

**California Integrated Waste Management Board
HHW Grant FY 2003-04
Attn: Philip Poon, Grants Administration Unit
1001 I Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025**

■ **Question and Answer Period**

Questions about the FY 2003/04 application may be submitted in writing from March 20, 2003 through April 24, 2003 to Theresa Bober, by e-mail to Tbober@ciwmb.ca.gov or sent by mail to:

California Integrated Waste Management Board
Attn: Theresa Bober
Used Oil and HHW Grants
1001 I Street, MS-21
P.O. Box 4025
Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet on or before April 28, 2003. Responses will be posted on the California Integrated Waste Management Board's (CIWMB) grants website www.ciwmb.ca.gov/HHW/Grants and after April 28, 2003 will be mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

TENTATIVE DATES	ACTIVITY
March 21- May 27, 2003	Application period
March 20 – April 24, 2003	Question and Answer Period
April 28, 2003	Questions and Answers Posted on CIWMB Website
May 27, 2003	Deadline for Application receipt by CIWMB
June 19 –July 31, 2003	Panels review applications and prepare recommendations
September 2003	CIWMB approves grants
September 2003	Grant Agreements developed and signed
October, 2003	Grant recipients begin grant projects
March 31, 2006	Close of grant term
May 15, 2006	Deadline to submit Final Report and Payment Request

TABLE OF CONTENTS

I.	GRANT SUMMARY AND GUIDELINES	1
	Background	1
	Application Eligibility	1
	Grant Funding	1
	Grant Term	2
	Eligible Costs	2
	Ineligible Costs	2
II.	GRANT APPLICATION REVIEW AND AWARD PROCESS	2
	Application Review	2
	Partial Funding of Proposals	2
	CIWMB Award of Grants	3
III.	APPLICATION INSTRUCTIONS	3
	Cover Sheet	3
	Resolution	4
	Proposal Narrative	5
	General Review Criteria	6
	Section 1: Need	6
	Section 2: Goals and Objectives	7
	Section 3: Work Plan	7
	Section 4: Evaluation	8
	Section 5: Budget	9
	Section 6: Application Completeness, Letters of Support, Experience, Etc...	10
	Section 7: Evidence of a Recycled-Content Purchasing Policy or Directive ..	11
	Section 8: Program for HHW Collection in Rural Areas, Small Cities or underserved areas.....	12
	Section 9: Multi-jurisdictional HHW Programs	12
	Section 10: No HHW Grant Funding During Last Cycles.....	12
	Section 11: New or expanded HHW program for the Collection of E-Waste and U-Waste	13
IV.	GRANT ADMINISTRATION	13
	Grant Agreement	13
	Payment of Grant Funds	13
	Audit Requirements	13
V.	Attachments (Exhibits)	
	Exhibit A	
	Exhibit B-1 & 2	Sample Resolutions
	Exhibit C	Work Statement
	Exhibit D	Sample Expenditure Itemization
	Exhibit E	Summary of Used Oil and HHW
	Exhibit F	Sample Letter of Authorization
	Exhibit G	Recycled Content Purchasing Evaluation Sheet
	Exhibit H	CIWMB Grant Scoring Criteria
	Exhibit I	Permit Check list

HOUSEHOLD HAZARDOUS WASTE GRANT FY 2003/04

I. GRANT SUMMARY AND GUIDELINES

■ BACKGROUND

Public Resources Code (PRC) Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award competitive grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. **If you have questions or need additional information, contact Theresa Bober at tbober@ciwmb.ca.gov or (916) 341-6465 or Glenn Gallagher at ggallagh@cismb.ca.gov or (916) 341-6464.**

■ APPLICANT ELIGIBILITY

Eligible applicants are limited to California cities, counties, and local agencies, including Indian reservations and rancherias, that recognize themselves as local agencies responsible for HHW management. Commercial businesses and nonprofit groups are not eligible to apply for this grant. Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application.

■ GRANT FUNDING

Grant funds must be used to establish or expand HHW programs that provide permanent collection opportunities, with corresponding and effective publicity campaigns. Proposed activities should complement local and regional HHW management and used oil programs. It is anticipated that \$4.5 million dollars will be available for this fiscal year's (FY 2003/04) HHW Grant Program pending approval of the California State Budget. The maximum award is \$200,000 per individual applicant and \$300,000 per regional applicant.

PRC Section 47200 directs the CIWMB to focus funding priorities toward:

- ◆ New programs for rural areas, underserved areas, and for small cities;
- ◆ Expansion of existing programs to provide for collection of additional waste types, innovative or more cost-effective collection methods, or expanded public education services; and
- ◆ Regional HHW programs.

For FY 2003/04 HHW Grants, in addition to the statutory priorities, the program criteria will be weighted towards jurisdictions that:

- ◆ Did not receive an HHW grant award during the last HHW grant cycle- HD11; and,
- ◆ Propose a new or expanded HHW program for the collection of E-waste or U-waste.

- **GRANT TERM**

The anticipated term of the grant is from October 1, 2003 through March 31, 2006. All costs must be incurred during the grant term.

- **ELIGIBLE COSTS**

All costs must be directly related to the development and/or management of the approved grant project. Such costs may include materials, services, equipment, and facilities that increase opportunities for the proper collection and management of unwanted household hazardous products provided that they are reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application.

- **INELIGIBLE COSTS**

Any costs not directly related to the approved grant project are ineligible for grant funding. These include but are not limited to the following costs:

- ◆ Costs incurred prior to or after the grant term
- ◆ Costs currently covered by another CIWMB loan, grant or contract
- ◆ Purchasing or leasing of land
- ◆ Leasing of buildings
- ◆ Purchasing or leasing of vehicles by non-governmental agencies
- ◆ Remediation
- ◆ Enforcement activities
- ◆ Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- ◆ Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- ◆ Out-of-state travel
- ◆ Any food or beverages (e.g., as part of meetings, workshops, training, or events)
- ◆ Cell phones, pagers, and palm pilots
- ◆ Development of school curricula
- ◆ Preparation of HHW Elements
- ◆ Public education costs not directly tied to HHW collection
- ◆ Profit or mark-up by the Grantee
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

- **APPLICATION REVIEW**

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the Board approved scoring criteria listed in Exhibit H. Applicants must attain at least seventy percent (70%) of the total points available to be considered for funding.

- **PARTIAL FUNDING OF PROPOSALS**

The review panels may recommend partial funding of some or all proposals.

■ **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its September 2003 Board Meeting. The Board reserves the right to not award any or only a portion of the HHW Grant. Grant funding is subject to funding availability.

III. APPLICATION INSTRUCTIONS

The HHW Grant application must contain the following information in the order prescribed:

- ◆ Application Cover Sheet Form (Exhibit A) must have original signature;
 - ◆ Table of Contents;
 - ◆ Resolution(s) (Exhibits B-1 and B-2); and, if applicable, Letter(s) of Authorization (Exhibit F);
 - ◆ Proposal Narrative (this may not exceed 15 pages):
Must be addressed by all applicants in the following order:
 - Section 1: Need;
 - Section 2: Goals and Objectives;
 - Section 3: Work Plan including Work Statement Form (Exhibit C);
 - Section 4: Evaluation;
 - Section 5: Budget including Expenditure Itemization (Exhibit D);
 - Section 6: Application Completeness, Letters of Support, Experience, etc., including Summary of Used Oil and HHW Grants form (Exhibit E) and Permit Check list (Exhibit I);
 - Section 7: Recycled-content purchasing policy, include Recycled-Content Purchasing Evaluation Sheet (Exhibit G);
- Address only if applicable:
- Section 8: Programs for Rural or Small Cities or underserved areas;
 - Section 9: Multi-jurisdictional HHW Programs (Exhibit F);
 - Section 10: No HHW Grant funding during the last cycle (HD11); and
 - Section 11: Expand or initiate new programs to collect E-waste or U-waste.

■ **COVER SHEET (Exhibit A)**

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format **must** be followed exactly. Instructions for completing the form are on the reverse side of the form.

■ **RESOLUTION (Exhibit B-1 & B-2)**

The approved resolution for a single jurisdiction and all supporting documents for a regional program **MUST BE RECEIVED NO LATER THAN SEPTEMBER 8, 2003. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.** If a "designee" is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit, preferably with the grant application package but no later than September 8, 2003, either:

- ♦ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the FY 2003/04 HHW Grant and identifies the **job title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program. (see Sample Exhibit B-1); **OR**
- ♦ **B-2:** An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the **title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program. (see Sample Exhibit B-2).

The resolution may be specific to this fiscal year 2003/2004, or it may cover all authorized grants for up to a maximum of five (5) years (i.e., fiscal years 2003/2004 through 2008/2009).

Regional and JPA Programs – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

Regional Lead: The regional lead's approved resolution must include the information described in B-1 and B-2 above, and authorization to act as a lead for a regional program. In addition, the regional lead is responsible for obtaining from the participating jurisdictions and providing to the CIWMB Grants Administrative Unit, preferably with the grant application but no later than September 8, 2003, one of the Regional Participant authorization documents listed below.

Regional Participant Authorization Document Options: To be eligible to participate in a Regional Program, each regional participant must provide to the regional lead one of the following:

- A letter from the county administrator or city manager or person with program decision making authority stating that the jurisdiction wants to participate in the regional program **and authorizing the regional lead to act on its behalf as both applicant and grant administrator (see Exhibit F); or,**
- A resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the regional lead to act on its behalf as both applicant and grant administrator; or,**
- A copy of a Memorandum of Understanding **specifically for this HHW Grant proposal authorizing the regional lead to act on behalf of the jurisdiction both as applicant and grant administrator.**

Tips on Resolutions:

Resolution: If your resolution reads something like this: “The Director of the Happy Valley Solid Waste Management Authority, or their designee, is hereby authorized and empowered to execute in the name of the above named county, etc.” and you would like the designee to be able to sign documents related to the grant such as payment request forms, **the Director must provide a signed letter stating the title of who his/her designee will be.** Otherwise, only the Director will be authorized to sign.

Regional and Joint Powers Authority Applicants

The regional lead’s resolution does not need to include the participants’ names.

The inclusion of the participants’ names in the regional lead’s resolution does not take the place of the participant’s authorization letters.

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS

The General Checklist of Business Permits, Licenses, and Filings (Exhibit I) must be completed as part of the grant application. The applicant is required to complete this Checklist detailing the critical permits/licenses required for the project. The Checklist must also be included as part of the Grant Agreement, enclosure with Payment Requests, and Final Report for verification that the appropriate permits/licenses and filings were obtained during the course of the grant period.

■ **PROPOSAL NARRATIVE**

The narrative must clearly and concisely describe and justify each task presented in the proposal. The proposal narrative should address the project summary as well as the eleven scoring criteria (Exhibit H). The narrative is limited to 15 pages, not including exhibits and attachments. A well-prepared application will address each question briefly, but thoroughly. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.**

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), the Expenditure Itemization (Exhibit D), the Summary of Used Oil and HHW Grants Form (Exhibit E), and the Recycled-Content Purchasing Evaluation Sheet (Exhibit G). Instructions for completing the Work Statement and the Summary of Used Oil and HHW Grants Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

Briefly address each question below in your narrative.

GENERAL REVIEW CRITERIA (68 points possible)

Introduction: Project Summary

- What is the problem you are addressing? Briefly describe your project in one paragraph.
- 1. **Need (20 points)** - Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).
 - (5) Describe and demonstrate the local or regional need for the project as related to the establishment of new programs, or expansion of existing programs, that address the proper management of HHW.
 - (8) Address identified gap in service availability or current unmet need.
 - (2) Support the existence of the problem with surveys and/or studies.
 - (5) Describe any health and safety threats or environmental concerns.

Tips: This section comprises twenty percent (20%) of the total available points for the application so make sure every item is addressed thoroughly. If the need is not well defined and supported, it is likely that your application will not be competitive. The need is the foundation of your proposal. Your application should demonstrate not only that your proposal is based on need, but that your need is compelling. Remember, this will be judged in comparison to other applicants.

Describe the need by identifying the current gap in service using surveys and studies to justify project.

Make sure your need is focused on the intent of the HHW Grant to reduce the amount of HHW disposed of at solid waste landfills. Provide local, pertinent data focused on your jurisdiction's concerns. Local data provided to support your need is much more valuable than a statewide data or surveys, and will be scored higher as a result.

Types of Local Demographic Studies/Statistics that might be useful include: target population size; percentage of population targeted; ethnicity, age distribution, median household income, number of single family homes, multiple family housing units, etc.

Reference the following websites: www.ciwmb.ca.gov/profiles and www.dof.ca.gov

What are the consequences if the proposal is not funded? Answer the question "What are current collection opportunities/education and outreach efforts and why are they not adequate to meet need?" Describe available collection opportunities (and include a map of collection sites); frequency of collection, and current and past educational outreach efforts.

How do current/previous projects relate to this one?

For example, "With our Ninth Cycle HD Grant funds we sited two HHW Collection sites. However, both sites are located in the northern part of the county. We have now identified two additional sites in other parts of the county as potential collection sites."

Completion of the Summary of Used Oil and HHW Grants form requested under “Completeness” does not fulfill this section. This is your opportunity to describe other related projects you have undertaken.

Health and Safety Concerns

Document any illegal HHW disposal, such as midnight drop-offs, in the jurisdiction. Be specific, for example: “Bob’s Auto Parts reported CRTs dropped off overnight in front of his business sixteen times during the first quarter of 2002.” Detail the environmental impacts. Also include any related documented incidents of hazmat responses or other environmental clean-ups. Additionally, explain presence of water sources, aquifers, etc. that are in jeopardy if the problem continues.

2. GOALS AND OBJECTIVES (6 points) - Describe what you wish to accomplish by completing this grant project. List measurable target(s) that must be met on the way to attaining your goal.

- (3) List and describe measurable goals (what do you want to achieve?). Describe how they relate to the identified need and be specific.
- (3) List and describe measurable objectives (what needs to be?). Describe how they relate to the identified need and be specific.

Tips: Goals should be broad, yet feasible and attainable. Goals answer the question “What do we want to achieve through the HHW recycling program”? Examples include:

- Increase current HHW collection opportunities by establishing a mobile collection program in the City.
- Decrease improper disposal of HHW by adding an HHW collection program.

Objectives should be focused, specific statements that outline what you need to do to achieve your goals. The function of objectives is to **quantify** your goals. Therefore, your objectives should include an outcome, a target audience, and a timeframe. Objectives should answer the questions:

- What is to be done? How much (percentage of estimated increase or pounds of HHW collected)?
- To whom will it be directed? How many people will this serve?

Be realistic about what can be accomplished within the term of the grant. If a grant proposal is too optimistic, a large portion of the project may be unfinished at the end of the grant term and this may not look good when applying for future grants.

3. WORK PLAN (8 points) – In a narrative, describe the tasks/activities and include why they were chosen, who will be completing them, what will be produced, and plans to sustain program into the future.

- (2) Using the Work Statement Form, demonstrate that objectives can be achieved within available timeframe and with available resources. Specific list of all grant eligible procedures or tasks used to complete your project.

- (2) Describe why the proposed activities are the best way to address the identified need.
- (1) Identify staffing required to carry out the proposed project.
- (1) Identify any products that will be used or produced and how they will be distributed.
- (1) Describe involvement of cooperating organizations.
- (1) How will the project/program be funded after the grant term is complete?

Tips: What tasks and activities will be conducted to achieve the goals?

Work Statement

- Make sure that the timeframes specified in your Work Statement are realistic and address your needs. The term of the grant is approximately 30 months. You must demonstrate that your project can be implemented within that timeframe.
- Be realistic about the time necessary for each task.
- Do not put items in the Work Statement that were not addressed in the “Need” Section.

Staffing

- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (i.e. partners, contractors)? Identify their roles and responsibilities. Make sure the person responsible for each task is spelled out in the work statement.

Coordinating Organizations

Coordinate with other organizations that have a vested interest in the project, such as non-profit groups, boating associations, farm bureaus, etc. These groups may provide an insight regarding the best way to reach your target audience. Information provided in your application relating to coordination with these groups show that you have researched and explored different avenues with regard to your proposed project. In addition, coordination and communication helps prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them.

Future funding/program sustainability

How will your project be funded once the grant is over (tipping fees, county funds)? The response: “We will maintain this project with future HHW Grant funds” is inadequate, since the HHW Grant is a competitive grant and there is no guarantee of future funding.

4. EVALUATION (6 points) -Describe a method to measure the process and outcome of the applicant’s project.

- (3) Interim Progress Evaluation (Process Evaluation): Describe a method for evaluating and modifying methods during project implementation.
- (2) Final Outcome Evaluation: How will you evaluate and measure the final outcome of your project? Who will be responsible for this evaluation? Describe clearly the criteria for determining success.
- (1) Explain any statistical tests or questionnaires to be used and any evaluation reports to be produced.

Tips: While evaluation does take time, it is essential towards documenting your programs success and project effectiveness.

To assist you in your evaluation efforts refer to “Grant Management, Success With The Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from your grant manager. The guidebook can also be found on the Board’s website at <http://www.ciwmb.ca.gov/UsedOil/EvalGuide/>

Process and Outcome evaluation

Process: This is the tracking part of evaluation (number of events you held, how many brochures you distributed, etc.).

Outcome: How will you determine whether your program had an effect on your audience?

Evaluation and modification during project implementation

- Project evaluation should be ongoing throughout the grant term, not just at the end of the grant term. Continuous evaluation will allow you to identify problems and concerns as you go along and make adjustments as needed.
- Discuss potential challenges that may be faced during the implementation of the grant and plans for dealing with them.
- Identify the strategies, milestones, and tools that you will use to monitor the project.
- Describe any evaluation reports to be produced and their use.
- Who is responsible for evaluation? List a specific person and/or title if possible.

Criteria for success

How will you know when your goals have been met? “We know our program was successful because we gave away all 5,000 key chains”. This is not what we are looking for here! That is process evaluation and we are looking for outcome evaluation here.

As a result of your efforts, did you change the behavior of your target audience? Are more people aware of their responsibilities towards HHW? Has more HHW been collected and properly disposed? Has there been a decrease in illegally disposed HHW? Can you support your position?

Explain any statistical tests or questionnaires to be used

Explain what type of tests or questionnaires will be done, why they are needed and what you hope to ascertain from them.

5. BUDGET (8 points) - Cost (dollar figure) associated with activities necessary to complete the project.

- (2) Provide an itemized cost breakdown associated with each activity, task or subtask.
- (2) Are all the costs and associated tasks outlined in the Work Plan?

- (2) Provide quotes, estimates, or other documents to support the costs you are claiming.
- (1) Is your proposal cost effective? List any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc.
- (1) Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum.

Tips: Provide a budget narrative in addition to an expenditure itemization. Describe all equipment, services, and supplies requested. Explain the type of equipment or supplies to be purchased, such as “safety clothes/gloves”. Remember to use only the budget categories that are specified in the application instructions.

Quotes/documentation

Each item listed on the expenditure itemization should have corresponding quotes and/or supporting documentation. Supporting documents should be numbered and arranged in the same order as listed in the expenditure itemization. If a quote lists more than one item, please highlight the applicable item.

All elements are itemized in the budget

An item or expenditure may be cut from the budget if it is not described in the grant narrative and/or Work Statement.

Cost Savings

Are you providing in-kind services or do you have volunteers helping with your project? Are you reusing materials from another source? Is the project cost effective? While a curbside program might be a good idea for your jurisdiction, it might not be cost effective. What are the per capita costs? Managerial, contingency and miscellaneous costs must be clearly described and kept to a minimum. Justify and explain all non-specific costs such as overhead. Cost savings may not be applicable for every budget, but should be addressed in some manner, even if it means saying “not applicable.”

6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. (5 points)

- Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines.

- (3) Grant proposal is clearly presented and complete as required in the application instructions including completion of all sections, adherence to all specified deadlines, and inclusion of all required forms (Work Statement Form, Summary of Used Oil & HHW Grants Form, Permit Checklist, Environmental Justice certification, etc.)
- (1) Includes letters of support for the project.
- (1) Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project. Include resumes and/or background for key project personnel and contractors, references, etc.

Tips: As stated in the first criterion listed above, points may be deducted for things such as too many pages in the narrative, application not double-sided, or an unclear proposal.

Double-check your application and make sure everything on the checklist is included, and arranged in the order prescribed. Avoid assumptions that the application is the same as last year or that reviewers have access to outside information.

Letters of Support

Include letters of support from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project.

Ability to coordinate activities

Explain all prior experience that qualifies the key personnel to implement this program. Include a completed Summary of Used Oil and HHW Grants form (Exhibit E). Identify individuals who will be implementing the project and provide resumes and/or letters describing their work experiences.

7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE (15 points) - Applicant demonstrates evidence of recycled-content policy by the purchase of recycled-content products, recyclable or reused products, such as re-refined oil, recycled-content paper, sustainable business practices, or use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:

- (6) Policy is in place or has been adopted during the application period by the applicant, or its governing body.
- (3) Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year.
- (3) Applicant, or its governing body, proposes to evaluate their RCP purchasing policy annually. Evaluation should address the positive and negative features, the sustainable practices performed during the past year and a plan to increase the percentage of RCP by applicant.
- (3) Applicant, or its governing body, can provide evidence of sustainable business practices within the past year.

Tips: Provide evidence of commitment to “closing the loop” (Exhibit G)

The policy should validate your jurisdiction’s pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate. A sample policy can be found at www.ciwmb.ca.gov/buyrecycled/Policies/CIWMB.htm

Points will be awarded if you provide documentation showing a commitment to sustainability. Documentation would include receipts of recycled content products purchased by your agency in the last year.

The policy should outline not only the applicants’ commitment to recycled content purchasing, but also an ongoing review of the policy regarding how the amount of

recycled content products purchased each year can be increased. It is important to **include both positive and negative** features when evaluating your policy.

Sustainable practices result in resource conservation and/or efficiencies (e.g. green operations and maintenance, sustainable construction).

Program Criteria (32 points possible)

Statutory Requirements: As authorized by PRC Section 47200, the Board has authority to award grants to cities, counties, and other local government agencies to expand or initially implement HHW programs; and shall give priority to funding programs which meet the criteria items described below in 8, 9 and 11.

8. Applicant proposes to establish or expand HHW program(s) to provide for the collection of additional waste types; innovative or more cost-effective collection methods; and/or expanded public education services (8 points) for:

- Rural areas (a rural area is a county having a population of 200,000 or less.); or
- Small cities (a small city is a city with a population of less than 35,000.); or
- Underserved populations (a population that has less access to HHW collection opportunities compared to other populations with comparable density and socio-economic status). An applicant should be able to clearly articulate a specific strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to HHW collection.

Tips: Check the Department of Finance, Demographics Unit for the latest population statistics for cities and counties prior to completing this section. Their web site is <http://www.dof.ca.gov>.

Show how you will target an underserved population by considering their specific needs with regards to language, culture, access, etc. This is about understanding and targeting a community not merely translating information, into another language.

9. Applicant proposes to establish a multi-jurisdictional HHW program that addresses regional needs (4 points).

Tip: A jurisdiction is defined as a city or county, a city and county, or regional agency. Describe why a regional approach is the most appropriate choice for your program/project.

Discretionary Criteria

10. Applicant did not receive a HHW grant award during the last cycle, HD 11 (FY 2002-2003) (10 points).

Tip: You are eligible for points if you or any participating jurisdiction in your regional application did not receive funding in the last HHW grant cycle.

11. Applicant proposes a new or expanded HHW program for the collection of E-waste or U-waste (10 points).

Tip: If additional waste types are being added, please be sure they are described in the "Need" Section of your application.

100 -TOTAL POSSIBLE SCORE - (Total of General Review Criteria, 68 points, and Program Criteria, 32 Points)

IV. GRANT ADMINISTRATION

■ GRANT AGREEMENT

Following the Board's approval of the grant awards, tentatively scheduled for the September 2003 Board Meeting, the awarded jurisdictions will receive a Grant Agreement that includes the Terms and Conditions and the Procedures and Requirements. Copies of these documents in draft form are available for review by grant applicants. Call the CIWMB at (916) 341-6457 to request these documents or view them on our website (<http://www.ciwmb.ca.gov/HHW/Grants/default.htm>). The Grant Agreement will also include the applicant's Expenditure Itemization and Work Statement. The signature authority, designated by resolution, is the only person authorized to sign the Grant Agreement.

This grant may not be funded unless the proposed Grantee meets the following two conditions within 90 days from the date of mailing of the Grant Agreement by the CIWMB: 1) the return of a complete and signed Grant Agreement; and 2) the full payment of all outstanding debts owed by the proposed Grantee to the CIWMB. Check with your Accounting Office to determine if your jurisdiction has any outstanding CIWMB invoices.

The Grant Agreement is tentatively scheduled for a term of thirty (30) months beginning October 1, 2003 and terminating March 31, 2006.

■ PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved Expenditure Itemization. All Payment Requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.) **Ten percent (10%) of each approved Payment Request will be withheld until completion of the grant terms.**

■ AUDIT REQUIREMENTS

The Grantee agrees that the CIWMB, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. The Grantee agrees to maintain such

records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement.

**All Applications must be received by May 27, 2003.
Hand delivered, e-mailed, or faxed applications will not be
accepted.**

Mail applications to:

**California Integrated Waste Management Board
Attn: Philip Poon, Grant Administration Unit, HD 12 Grant
1001 I Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025**